COVID-19 Emergency Operations Center

SOP No: MS-124
Draft Date: 4/8/2022

Standard Operating Procedure

Subject: Handling Patient Money at Medical Sheltering Sites

1. **Introduction**
   The purpose of this Standard Operating Procedure (SOP) Is to provide guidance to ensure the safekeeping of patient valuables during their stay at Medical Sheltering sites.

2. **Procedure**
   - Medical sheltering staff may not handle patient valuables or money
   - Should a patient's family member(s) or friend(s) bring valuables to drop-off, they are to be informed that medical sheltering staff cannot transport the valuable
   - Medical sheltering staff should discourage patients from placing delivery orders from locations that require the handling of cash